

County Facilities Planning Committee

Glenn County, California

MINUTES
Monday, April 24, 2017

Members Present:

Di Aulabaugh, PPWA & Committee Chairperson
Matt Gomes, PPWA
Supervisor Dwight Foltz

Dana Dogali-Baker, Assr/Clerk/Rec
Ed Lamb, DOF
Linda Durrer, Personnel Director &
County ADA Compliance Officer

Also Present:

Ricardo Valdez, PPWA-Facilities
Tina Brothers, PPWA
Eric Scott, Ag/Air/CUPA

Craig Bentley, HHSA
Jillian Hughes, ASO

Di Aulabaugh, Chairman of the County Facilities Planning Committee of the County of Glenn, State of California, welcomed members and others, confirmed a quorum of voting members and called the meeting to order at 1:35 p.m.

1. Minutes

Matter: Approve Minutes of September 26, 2016

Documents: Minutes of September 26, 2016

Proceeding: Motion by Ed Lamb to adopt minutes as presented, second by Matt Gomes

Order: Approve minutes of September 26, 2016

Vote: Unanimous

2. Unscheduled Matters

None heard.

3. Staff Report

Matter: County Facilities

Documents: None

Proceedings: Ricardo Valdez gave a brief report of on-going maintenance efforts and upcoming department projects.

4. Projects/Scope of Committee Work

Receive reports for on-going projects:

Matter a: Courthouse Construction Project-Foltz/Gomes

Documents: None

Proceeding: This project is on hold, nothing to report at this time.

Matter b: Parking Plan-Foltz/Gomes

Documents: None

Proceeding: This is part of the Courthouse Construction Project, nothing to report at this time.

Matter c: ADA Assessment and Transition Plan-Linda Durrer/Ricardo Valdez

Documents: None

Proceeding: Linda Durrer Personnel Director and ADA Coordinator for Glenn County mentioned moving forward with the 2 hour ADA overview training for all Glenn County staff. Her office has scheduled eight trainings and reminded that all county employees are required to attend. Ricardo Valdez added that Facilities is working on the water fountains to bring them up to

code if possible, otherwise removing them, checking door pressures, and trimming of trees, clearing walk ways to keep them clear of vegetation and when departments request new projects adding other ADA compliance improvements to those project like replacing door handles with lever handles.

Matter d: Bayliss Library Improvements in preparation of centennial celebration

Documents: None

Proceeding: Di Aulabaugh mentioned that the Friends of the Bayliss Library have been busy getting ready for the centennial celebration to be held on June 24, 2017. They planned on seeding the lawn but ran out of time so they are looking into the cost of sod. The committee has limited funds so they have asked if it would be possible for the county to pave the entry way of the driveway and provide a new sign.

Matter e: Strategic Planning Items (review, assign members):

Documents: None

Proceeding: i. Capital Improvements Plan (2016 Strategic Plan item 3.1)-Di Aulabaugh mentioned that she hasn't been able to find an example plan that was more than a listing of items with pictures. She further explained that the intention of the strategic planning committee was to have a more fully comprehensive plan for Glenn County that addressed not only a maintenance schedule but also energy savings and ADA compliance components. Staff will continue to look to other jurisdictions and agencies for samples and if none found begin to development an outline for the Glenn County plan.

ii. Co-location of staff (2016 Strategic Plan item 3.2)-Di Aulabaugh mentioned that Planning & Public Works Agency will be having two of their staff members working at the Board of Supervisors for six weeks to cover for a staff members medical leave and will also be stationing one or two Accounting & General Services Specialist positions at the Department of Finance in the near future.

iii. Surplus Property Policy Review (2016 Strategic Plan item 3.4)-Di Aulabaugh mentioned that Brooks Von Bargaen has done a great job with the vehicle auction moving it from an onsite in person auction to an online auction although the online has been focused on the sale of surplus vehicles. Staff continues looking into other options for used inventory of office equipment and miscellaneous county property. In that effort is also to find a way to better communicate and remind staffs of all departments to consider the surplus property inventory before purchasing new.

Agenda Items for Next Meeting

Consensus of committee was to carry over standing items.

5. Next Regular Meeting

Monday, July 24, 2017 at 1:30 pm.

Willows Memorial Hall, 2nd floor Conference Room

525 W. Sycamore St., Willows

Meeting was adjourned at 1:50 pm.